



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

Correspondence and Records Clerk
(EXECUTIVE OFFICE)

SOLICITATION No. **12-023**

OPENING DATE: **June 7, 2012**

CLOSING DATE: **June 28, 2012**

MARKET VALUE: **FSN-05 (USD 16,904 – USD 25,352 basic salary p.a.)**

POSITION GRADE: Full performance grade level for this position is: FSN-05. A training grade level, below FSN-05, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION

As a member of the EXO Team, ensures performance of duties is reflected well on this section and the EXO office and recognizes the importance of the timely performance of responsibilities to enable all staff to meet the commitments of USAID/Iraq, Baghdad.

Under the general direction of the C&R Management Supervisor, incumbent is responsible for the management of unclassified records and correspondences, sending facsimiles and expedited mail; sorting and distribution of incoming mail; and processes requests for copy, binding services.

DUTIES AND RESPONSIBILITIES

A. Records management (25 % of time)

- 1) Assist the C&R Supervisor for the preparation of the annual file plan. Conducts periodic inspection/inventory of all records station to ensure that records are maintained in accordance with the prescribed systems and that duplicate files are avoided. In the absence of the C&R Supervisor serves as USAID Mission's source of information concerning requirement for unclassified records management and correspondence control. Assists Mission Administrative Assistants on all aspects of filing systems in accordance with ADS guidance and AID regulations.
- 2) May plan and coordinate with Mission Administrative Assistants and other personnel to complete the mandatory Annual Vital Records exercise.
- 3) Arranges the destruction of expired records in accordance with ADS guidance

B. Correspondence and mail services management (45% of time)

- 1) Performs messenger services for official and personal mail and pouches to all offices
- 2) Prepares and maintains a procedure for DHL, mail and telephone services, both official and personal for the mission. May assist to prepare letters of collection accordingly for personal usage of DHL and telephone services.
- 3) Serves as alternative CTO for DHL, telephone and newspapers.

C. Other functions (30 % of time)

- 1) Assists Mission employees and TDYers in doing photocopies and binding of official documents

QUALIFICATIONS AND SELECTION CRITERIA

Education (15 points): Completion of a secondary school is required.

Experience (25 points): Minimum two years of mail handling and file management or other relevant experience is required. At least one year experience with international organization is required; previous US Government experience is desired.

Language (20 points): Level III English and Arabic [good working knowledge] to ensure correct forwarding actions; instructions should be understood and explained.

Knowledge (20 points): A good working knowledge of agency regulations pertaining to correspondence and records control, records maintenance and management; sound knowledge of organization, functions, personnel and practices of the activities to which service is provided. Knowledge of computer software and electronic information handling: Windows 2000, MS Word, Outlook Express, internet/intranet is required; Acrobat Reader, CD ROM read/write, e-fax is desired. Sound knowledge of organization, functions, personnel and practices of the activities to which service is provided

Skills and Abilities (20 points): Good communication skills, ability to establish harmonious relationships with colleagues and office personnel, and to work under pressure; highly organized, strong customer service oriented, self-starter. Ability to understand and explain instructions, regulations and other guidance material. Ability to operate various office equipment.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- 1- Most recent Curriculum vitae or resume;
- 2- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 4- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov